

# Go8 Space Management Data Dictionary 2.0

21 November 2014 and March 2016

**Go8 Room Type codes and definitions** have been updated to generate the **Go8 Data Dictionary 2.0**. Accurate reporting and benchmarking on space usage by the Go8 Universities is important and reliant on consistent use of Room Type (and also Room Function) codes. The Data Dictionary aims to bring consistency in interpretation to room and space assignments. Where possible the codes have been kept the same, however, with changes over time in the way space is used, managed and classified, the need has arisen to change some of the codes and their definitions. The Primary Room Type codes in Data Dictionary 2.0 for the most part align with TEFMA Room Type codes. However, the Go8 use more Room Type codes than is listed in the TEFMA SPG (2009), edition 3.

**Go8 Space SubTypes** - this is a new addition to the Data Dictionary. All Room Types roll up under a Space SubType to provide operationally useful categories for Go8 space reporting / trend analysis / benchmarking, as they have more granularity than the nine Primary Room Types.

**Go8 Room Function** codes and definitions were **updated in March 2016 and are included in Data Dictionary 2.0** (for simplicity, a new version number was not created when adding the new Room Functions).

Acknowledgement should be given to all Go8 Space Managers and other staff who contributed to updating the Data Dictionary. They include Jillian Loney, Claire Paton – University of Western Australia, Harald Baulis, Oliver Ponsonby – University of Adelaide, Andrew Border – Monash University, Lody Dannaoui, Jade Germantis – University of Melbourne, Lisa Brown - Australian National University, Di Montgomerie, Andrew Lewis – University of New South Wales, Rose Chaaya, Sharon Vaughan – University of Sydney, Barbara Robinson - University of Queensland.

*Elizabeth Kuczek - Go8 Space Project Manager  
November, 2014 (with RF inclusion March 2016)*

# Go8 Data Dictionary 2.0

Numerical reference = (Primary) Room Type Codes

Alpha reference = Space Sub Type Codes

Room Primary Type and Sub Type	Descriptions	Room Type	Description
<b>1</b>	<b>Office</b>		
X	Type Not Defined		<i>To be used, as the last resort for any "Office" <u>primary</u> room type space that does not fit the codes below.</i>
A	Office	100	Office Type Not Defined
			<i>Office - an enclosed space with a distinct entrance and with office furniture</i>
		101	Academic Staff
		102	Research Staff
		104	Technical/Laboratory/Store Staff
		108	Professional/General Staff
		103	Postgraduate Students
B	Open Plan		<i>Open Plan - usually a large space, divided by freestanding, low or high partitions; where users can see and hear each other freely. Desks, cubicles or workstations may be grouped into teams/pods/clusters</i>
		112	Academic Staff
		113	Research Staff
		115	Technical/Laboratory/Store Staff
		116	Professional/General Staff
		114	Postgraduate Students
		117	Hot Desk
C	Reception		<i>Reception - space whose function serves to receive people or respond to enquiries</i>
		118	Reception Area
D	Informal Work Space		<i>Informal Work Space - an informal work setting</i>
		119	Informal Work Space
<b>2</b>	<b>Teaching - General</b>		
X	Type Not Defined		<i>To be used, <u>as the last resort</u>, for any "Teaching - General" <u>primary</u> type space that doesn't fit the codes below.</i>
		200	Teaching Type Not Defined

# Go8 Data Dictionary 2.0

Numerical reference = (Primary) Room Type Codes			
Alpha reference = Space Sub Type Codes			
Room Primary Type and Sub Type	Descriptions	Room Type	Description
A	Lecture Theatre		<i>Lecture Theatre - stepped floor or tiered teaching space</i>
		202	Lecture Theatre >100 seats
		203	Lecture Theatre < 100 seats
B	Seminar Room		<i>Seminar Room - can be used for lectures/seminars/tutorials/classes; tends to have a more structured seating/furniture arrangement and more formal teaching style</i>
		204	Seminar/Tutorial/Class Room (>70 seats) Flat Floor
		205	Seminar/Tutorial/Class Room (31 to 69) Flat Floor
		206	Seminar/Tutorial/Class Room (<30) Flat Floor
C	Group Teaching		<i>Group Teaching - specific set up for small group interactive teaching in a structured setting</i>
		215	Problem Based Teaching Room
		217	Collaborative Teaching Room
<b>3</b>	<b>Specialist Teaching and Research</b>		
X	Type Not Defined		<i>To be used, as the last resort, for any "Specialist Teaching and Research" <u>primary</u> type space that doesn't fit the codes below.</i>
A	Laboratory - Wet	300	Specialist Teaching and Research Type Not Defined
			<i>Laboratory - Wet - typically has a high level and use of services, water, gas, fume cupboards, UV /biohazard hoods, positive pressure requirements, chemicals and/or biological reagents and various instrumentation used for experimental research or teaching purposes</i>
		301	Scientific/Medical/Engineering
		306	Scientific/Medical/Engineering - Research
B	Laboratory - Dry	303	Scientific PC rated
			<i>Laboratory - Dry - typically has minimal services (water, gas). It can house instrumentation, eg robotics, microscopes, heavy machinery, scientific collections for experimental research or teaching purposes. May include specialist equipment eg wind tunnels, wave labs, observatories</i>
		302	Scientific/Medical/Engineering
		307	Scientific/Medical/Engineering - Research

# Go8 Data Dictionary 2.0

Numerical reference = (Primary) Room Type Codes

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Room Primary Type and Sub Type	Descriptions	Room Type	Description
C	Laboratory - Dry/Computing		<i>Laboratory - Dry/Computing- a room that uses computing as its core teaching or experimental work requirement (eg bioinformatics work, psychology tests, physics/maths experiments ie computer modelling, biology/geology demonstration labs). Do not use for a bank of computers that are for general use as found in libraries, informal learning spaces, etc.</i>
		308	Computing Laboratory
		309	Computing Laboratory - Research
		310	Computing Laboratory - Open Access
D	Studio		<i>Studio - a space/room fitted out/equipped specifically for teaching or practical work associated with Creative Arts/Architecture disciplines. A studio /creative workshop is an experimental or a development space for creative disciplines (as a laboratory is for used scientific/medical/engineering studies or research)</i>
		323	Multi-Purpose Studio
		324	Ceramic
		325	Dance
		326	Design
		327	Drama
		328	Multimedia
		330	Photography
		331	Sculpture/Metal/Woodwork, etc
E	Specialist Teaching and Research		<i>Specialist Teaching and Research - spaces that have more specialised/unique requirements as compared to laboratories and studios</i>
		314	Clinical Areas
		315	Gym Human Movement Teaching
		316	Language Laboratory
		317	Occupational Therapy Teaching
		318	Physiotherapy Teaching
		319	Radiology Teaching

# Go8 Data Dictionary 2.0

Numerical reference = (Primary) Room Type Codes

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Room Primary Type and Sub Type	Descriptions	Room Type	Description
		334	Interview/Consultation Practice Room
		335	Moot Court Room
		336	Music Teaching and Practice Room
		345	Observation/Control Room
		338	Operating Theatre
		339	Operating Theatre - PC rated
		333	Glasshouse - PC rated
<b>4</b>	<b>Ancillary</b>		
<b>X</b>	<b>Type Not Defined</b>		<i>To be used, as the last resort, for any "Ancillary" <u>primary</u> room type space that doesn't fit the codes below.</i>
		400	Ancillary Type Not Defined
<b>A</b>	<b>Teaching or Research Support</b>		<i>Teaching or Research Support - rooms or areas usually adjacent and which provide support facilities to teaching or research activities</i>
		401	Laboratory Service and Preparation
		402	Instrument Room
		406	Display Area/Museum/Research Collection
		410	Operating Theatre Support Room
		412	Seminar/Lecture Theatre Support Room
		417	Studio Support Room
<b>B</b>	<b>Workshop</b>		<i>Workshop - spaces and rooms used for general maintenance and repair purposes</i>
		403	Workshop
<b>C</b>	<b>Controlled Environment</b>		<i>Controlled Environment - space which is a purpose-built containment for particular environmental or experimental conditions/animals/plants</i>
		405	Controlled Temperature Room
		407	Glasshouse/Greenhouse
		421	Glasshouse/Greenhouse - Controlled

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Room Primary Type and Sub Type	Descriptions	Room Type	Description
		404	Animal Holding
		420	Animal Holding - Controlled
		409	Mortuary
		411	Dark Room
<b>D</b>	<b>Store</b>		<i>Store - spaces that are purposed for storage (not temporary, random spaces being used for ad hoc storage)</i>
		408	Mail Room/Goods Receipt/Despatch
		414	Bulk Storage/Warehouse
		413	Art Works Storage
		415	Archives
		419	Store Room/Storage Space
		416	Locker Area/Room
		418	Dangerous Goods Store
<b>5</b>	<b>Library and Informal Learning</b>		
<b>X</b>	<b>Type Not Defined</b>		<i>To be used, as the last resort, for any "Library and Informal Learning" primary space type that doesn't fit the codes below.</i>
		500	Library and Informal Learning Type Not Defined
<b>A</b>	<b>Study and Informal Learning Space</b>		<i>Study and Informal Learning Space - usually adjacent to defined Library or Teaching environs, but also more distributed learning spaces</i>
		501	Reading Room
		502	Small Group Study Room
		517	Informal Learning
		515	Incidental Learning
<b>B</b>	<b>Stacks and Collections</b>		<i>Stacks and Collections - found in libraries or reference reading rooms</i>
		504	Open Stack

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Room Primary Type and Sub Type	Descriptions	Room Type	Description	
C	Library Services	506	Compactus Stack	
		505	Closed Stack/Reserve Collection	
		514	Microfilms/Plans/Maps Collection	
				<i>Library Services - room or area with specialised reference materials/resources or staffed area related to library activities</i>
		509	Departmental/Reference Library	
		508	Library Services	
		503	Audio-Visual/Media Room	
<b>6</b>	<b>General Facility</b>			
X	Type Not Defined		<i>A room which provides a facility generally available for use by all elements of the Institution. To be used, <u>as the last resort</u>, for any "General Facility" <u>primary</u> space type that doesn't fit the codes below.</i>	
A	Meeting Space	600	General Facility Type Not Defined	
				<i>Meeting Space- meeting rooms or areas associated with various group gatherings</i>
		601	Meeting/Board/Conference Room	
		602	Meeting/Board/Conference Service Room	
		613	Assembly Hall/Auditorium	
		626	Multi-Function Space	
		622	Training Room	
B	Resource and Media Rooms	623	Waiting Area	
				<i>Resource and Media Rooms - used by staff</i>
		603	Resource Room	
		620	Media Services Room	
C	Common Room			<i>Common Room - used by staff and students</i>
		604	General Common Room	
		605	Staff Common Room	
		606	Student Common Room	

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Room Primary Type and Sub Type	Descriptions	Room Type	Description
D	Computing and ITS		<i>Computing and ITS - rooms associated with Central ITS or local data centres</i>
		628	Central Computing
		629	Local Computing /Server Room
E	Staff and Student Services		<i>Staff and Student Services- areas of the University that provide on campus facilities and retail services for students and staff</i>
		607	Dining Area
		608	Kitchen/Servery/Food Storage
		609	Recreation Room/Lounge/Bar
		611	Retail Facility
		615	Medical Centre
		621	Sick Bay /First Aid
		617	Child Care Facility
		625	Parenting Room
		619	Religious/Prayer Facility
F	Community Engagement	624	Laundry
			<i>Community Engagement - areas of the University that are for staff and student use, but that are available/open for use by the general public on an ongoing basis</i>
		610	Indoor Sporting Facilities, including Swimming Pool
		612	Theatre
		614	Theatre Support Room
G	Transitional Space	618	Gallery/Exhibition Space/Museum
			<i>Transitional Space - space not currently in use, but planned for future use</i>
		616	Under Refurbishment
		627	Under Construction
7	Residential Accommodation		



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Room Primary Type and Sub Type	Descriptions	Room Type	Description
X	Type Not Defined		<i>To be used, as the last resort, for any "Residential Accommodation" primary space type that doesn't fit the codes below.</i>
		700	Residential Type Not Defined
A	Accommodation - Staff/Visitor		<i>Accommodation - Staff/Visitor - Residential accommodation university owned, on-campus or off-campus which is used by staff or visitors.</i>
		701	House - Staff/Visitor Accommodation
		702	Unit - Staff/Visitor Accommodation
B	Accommodation - Student		<i>Accommodation- Student - Residential accommodation university owned, on-campus or off-campus which is used by students</i>
		703	Student - Accessible Accommodation
		705	Student - Bed/Study
		706	Student - Lounge/Common Area
		707	Student - Kitchen/Dining
		708	Student - Ablutions
		709	Student - Laundry
		710	Student - Library/Study Area
8	Non Usable		
X	Type Not Defined		<i>To be used, as the last resort, for any "Non Usable" primary space type that doesn't fit the codes below.</i>
		800	Non Usable Type Not Defined
A	Amenities		<i>Amenities - includes toilet, accessible/ambulant, shower, baby/change room</i>
		820	Toilet/Amenities - Female
		823	Toilet/Amenities - Female Accessible
		821	Toilet/Amenities - Male
		824	Toilet/Amenities - Male Accessible
		822	Toilet/Amenities - Unisex

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Room Primary Type and Sub Type	Descriptions	Room Type	Description
		818	Toilet/Amenities - Unisex Accessible
		835	Toilet/Amenities - Other
		819	Shower/Change Facility
<b>B</b>	<b>Circulation</b>		<i>Circulation - areas or parts of rooms that allow access into, around or through a room/space/building. Usually provides access to egress points. Does not include secondary circulation as used for open plan areas or laboratories</i>
		805	Circulation Space
		839	Veranda/Balcony
<b>C</b>	<b>Plant and Services</b>		<i>Plant and Services- areas or rooms housing essential services for operation of a building</i>
		807	Garage/Loading Bay
		809	Lift Motor Room
		838	Lift
		810	Plant Room - Mechanical
		811	Plant Room - Other
		840	Service Riser
		812	Comms Network System/Telephone PABX
		813	Sub-Station
		815	Switch Room
		841	Waste Management
<b>D</b>	<b>Non Usable - Other</b>		<i>Non-Usable Other - space that is unlikely to be converted to usable space due to its size and/or location restriction</i>
		816	Kitchenette/Tea Room
		817	Tea Room - External
		808	Informal Learning - External
		806	Cleaners Room
		801	Bicycle Storage
		814	Unusable Space

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Numerical reference = (Primary) Room Type Codes

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Room Primary Type and Sub Type	Descriptions	Room Type	Description
E	Car Parking		<i>Car Parking - all car parking spaces or buildings provided on campus</i>
		803	Car Park - Multi-storey/Freestanding
		802	Car Park - > 50% of Another Building
		804	Car Park - < 50% of Another Building
<b>9</b>	<b>Non Reportable</b>		
X	Type Not Defined		<i>To be used, <u>as the last resort</u>, for any "Non Reportable" <u>primary</u> space type that doesn't fit the codes below.</i>
		900	Non Reportable Type Not Defined
A	Investment		<i>Investment - property owned by the Institution but used solely for investment purposes</i>
		901	Investment - Office
		902	Investment - House
		903	Investment - Unit/Flat
B	Non Reportable - Other		<i>Non Reportable - Other - space that does not fit under any other SubType or any other Room Type code.</i>
		905	Mothballed Space

## Go8 Data Dictionary 2.0 - edited November 2014

Primary Room Type	Sub-Type Room Code	Sub-Type / Room Type <u>Descriptions</u>	Sub-Type / Room Type <u>Definitions</u>
<b>1</b>			
<b>Office</b>	X 100	Office - Type Not Defined	<b>To be used, as the last resort, for any "Office" primary type space that doesn't fit the codes below.</b>
	<b>A</b>	<b>Office</b>	<i>Office - an enclosed space with a distinct entrance and with office furniture</i>
	101	Academic Staff	A room with office furniture which provides accommodation for one or more Academic or Faculty staff (eg Snr Academic staff, Executive Level staff, PVC, Head of School, Director, Assoc/Professor, Assoc Professor, Lecturer, Tutor, visiting Academics, etc).
	102	Research Staff	A room with office furniture which provides accommodation for one or more <u>Research only</u> staff (eg Professor/Assoc Professor, Academic staff, Fellow, Post Doc, Research Asst, visiting Researcher, etc).
	104	Technical/Laboratory/Store Staff	A room with office furniture which provides accommodation for one or more technical, laboratory ancillary staff (eg Lab Assistant, Lab Manager, Lab Store staff, Technical Workshop staff), either as a separate office or within the bounds of a laboratory. Include accommodation for staff providing multi-media services for eg., graphic artist.
	108	Professional/General Staff	A room with office furniture which provides accommodation for one or more General or Professional staff (eg Directors, Managers, Administration staff, Marketing/IT/Library and Professional (non-academic) staff, other General staff, etc).
	103	Postgraduate Students	A room with office furniture which provides accommodation for one or more Masters, PhD by Research or Higher Degree by Coursework students. May include Honours students.
	<b>B</b>	<b>Open Plan</b>	<i>Open Plan - usually a large space, divided by freestanding, low or high partitions; where users can see and hear each other freely. Desks, cubicles or workstations may be grouped into teams/pods/ clusters.</i>
	112	Academic Staff	An open plan area with workstation furniture which provides accommodation for one or more Academic staff (eg Snr Academic staff, Executive Level staff, PVC, Head of School, Director, Assoc/Professor, Assoc Professor, Lecturer, Tutor, visiting Academics, etc).
	113	Research Staff	An open plan area with workstation furniture which provides accommodation for one or more <u>Research staff</u> only (eg Professor/Assoc Professor, Academic staff, Fellow, Post Doc, Research Asst, visiting Researcher, etc).
	115	Technical/Laboratory/Store Staff	An open plan area with a workstation furniture within the bounds of a laboratory, or office furniture in a separate area, which provides accommodation for one or more technical, laboratory or Ancillary support staff (Lab Manager, Lab Assistant, Lab Store/Technical staff, Lab Workshop staff). Include accommodation and equipment for staff providing multi-media services such as photography, video filming.
	116	Professional/General Staff	An open plan area with workstation furniture which provides accommodation for one or more General or Professional staff (eg Directors, Managers, Administration staff, Marketing/IT/Library and Professional (non-academic) staff, other General staff, etc).
	114	Postgraduate Students	An open plan area with workstation furniture which provides accommodation for one or more Masters, PhD by Research or Higher Degree by Coursework students. May include Honours students.
	117	Hot Desk	A workstation or desk space that provides accommodation for casual/part-time Staff /Students/ Visitors (eg Consultants). Not assigned to one particular individual, used as a "drop-in" space or office hotelling. <i>Note: This may be in an open plan space or within an office.</i>
	<b>C</b>	<b>Reception</b>	<i>Reception - space whose function serves to receive people or respond to enquiries.</i>
	118	Reception Area	An open space area with workstation/desk/counter furniture which provides Reception Services (ie supporting Admin services etc) or a Service Desk function. <i>Does not include a Waiting Area - see 623.</i>
	<b>D</b>	<b>Informal Work Space</b>	<i>Informal Work Space - an informal work setting</i>
	119	Informal Work Space	A work space, usually equipped with furniture, which is separate to and does not support offices or other meeting spaces, but which provides informal engagement or break out space of staff pursuing their work responsibilities. May also include spaces adjacent to research/postgraduate students area.
<b>2</b>			
<b>Teaching - General</b>	X 200	Teaching - Type Not Defined	<b>To be used, as the last resort, for any "Teaching - General" primary type space that doesn't fit the codes below.</b>
	<b>A</b>	<b>Lecture Theatre</b>	<i>Lecture Theatre - stepped floor or tiered teaching space</i>
	202	Lecture Theatre >100 seats	A medium to large stepped floor or tiered lecture theatre used for teaching with a capacity of 100 or more seats. See also 623 for waiting area outside large (250 seat) lecture theatre.
	203	Lecture theatre <100 seats	A small stepped floor or tiered lecture theatre used for teaching with a capacity of up to 100 seats.
	<b>B</b>	<b>Seminar Room</b>	<i>Seminar Room - can be used for lectures/seminars/tutorials/classes; tends to have a more structured seating/furniture arrangement and more formal teaching style</i>

## Go8 Data Dictionary 2.0 - edited November 2014

Primary Room Type	Sub-Type Room Code	Sub-Type / Room Type Descriptions	Sub-Type / Room Type Definitions
	204	Seminar/Tutorial/Class Room (>70 seats)	A large, flat floor room with a capacity of 70 or more seats which is used for Teaching.
	205	Seminar/Tutorial/Class Room (31 to 69 seats)	A medium, flat floor room with a capacity of 31- 69 seats which is used for Teaching.
	206	Seminar/Tutorial/Class Room (<30 seats)	A small, flat floor room with a capacity of up to 30 seats which is used for Teaching.
	<b>C</b>	<b>Group Teaching</b>	<i>Group Teaching - specific set up for small group interactive teaching in a structured setting</i>
	215	Problem Based Teaching Room	A room equipped with furniture to enable teaching of small collaborative groups (typically about 5-10 students) in undertaking problem-based learning. Most commonly used for teaching of Medicine students. May also be called case, scenario or project- based learning.
	217	Collaborative Teaching Room	A room equipped with specific furniture and technology (mobile/fixed LED screens, shared computers, modular table settings) to enable collaborative teaching in small groups (typically <10 students). (Refer to 517 for Informal Learning spaces).
<b>3</b>			
<b>Specialist Teaching and Research</b>	<b>X</b> 300	Specialist Teaching and Research - Type Not Defined	<b>To be used, as the last resort, for any "Specialist Teaching and Research" primary type space that doesn't fit the codes below.</b>
	<b>A</b>	<b>Laboratory - Wet</b>	<i>Laboratory - Wet - typically has a high level and use of services, water, gas, fume cupboards, UV /biohazard hoods, positive pressure requirements, chemicals and/or biological reagents and various instrumentation used for experimental research or teaching purposes.</i>
	301	Scientific/Medical/Engineering	A wet laboratory used for teaching students in scientific experimental practices. Sometimes used in teaching both undergraduate/postgraduate students (including coursework students).
	306	Scientific/Medical/Engineering - Research	A wet laboratory used for experimental purposes by students pursuing <u>Higher Degrees</u> by Research and/or by <u>Research</u> staff. (Use this code for Clean Rooms ).
	303	Scientific - PC rated	A laboratory used for scientific experimentation utilising specialised equipment and regulatory requirements that qualifies it as PC2/PC3/PC4 approved.
	<b>B</b>	<b>Laboratory - Dry</b>	<i>Laboratory - Dry - typically has minimal services (water, gas). It can house instrumentation, eg robotics, microscopes, heavy machinery, scientific collections for experimental research or teaching purposes. May include specialist equipment eg wind tunnels, wave labs, observatories.</i>
	302	Scientific/Medical/Engineering	A dry laboratory used for teaching students in scientific experimental practices. Sometimes used in teaching both undergraduate/postgraduate students (including coursework students).
	307	Scientific/Medical/Engineering - Research	A dry laboratory used for experimental purposes by students pursuing <u>Higher Degrees</u> by Research and/or by <u>Research</u> staff.
	<b>C</b>	<b>Laboratory - Dry/Computing</b>	<i>Laboratory - Dry/Computing- a room that uses computing as its core teaching or experimental work requirement (eg bioinformatics work, psychology tests, physics/maths experiments ie computer modelling, biology/geology demonstration labs). Do not use for a bank of computers that are for general use as found in libraries, informal learning spaces, etc.</i>
	308	Computing Laboratory	A room for teaching students, where computers are integral to the teaching being done. Sometimes used for teaching both undergraduate/postgraduate students (including coursework students).
	309	Computing Laboratory - Research	A room for students pursuing <u>Higher Degrees</u> by Research and/or by <u>Research</u> staff, where computers are integral to the research work being done. Use 629 for server rooms and high performance computing (HPC).
	310	Computing Laboratory - Open Access	A room housing computers used by Undergraduate and Postgraduate students to undertake work/assignments requiring specific software access (This is a not a general use computer area, which are usually found in libraries/purpose built informal learning spaces).
	<b>D</b>	<b>Studio</b>	<i>Studio - a space/room fitted out/equipped specifically for teaching or practical work associated with Creative Arts/Architecture disciplines. A studio /creative workshop is an experimental or a development space for creative disciplines (as a laboratory is for used scientific/medical/engineering studies or research).</i>
	323	Multi-Purpose Studio	A space/room used as a studio/creative workshop that is equipped for multi-purpose use for the teaching or practical work associated with Art/Architecture/Town Planning studies.
	324	Ceramic	A singular purpose space equipped/used for the practical work associated with Ceramics studies.
	325	Dance	A singular purpose space equipped/used for the practical work associated with Dance studies.
	326	Design	A singular purpose space equipped/used for the practical work associated with Design studies.

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Primary Room Type	Sub-Type Room Code	Sub-Type / Room Type <u>Descriptions</u>	Sub-Type / Room Type <u>Definitions</u>
	327	Drama	A singular purpose space equipped/used for the practical work associated with Drama studies.
	328	Multimedia	A singular purpose space equipped/used for the practical work associated with Multimedia studies (not just audio-visual work) , eg., mixed media studies of text, sound, picture, video, animations, computer graphics, etc.
	330	Photography	A singular purpose space equipped/used for the practical work associated with Photography studies. <i>(Also refer to Dark Room - code 411).</i>
	331	Sculpture/Metal/Woodwork, etc	A singular purpose space equipped/used for the practical work associated with Sculpture/Metal/ Woodwork studies.
	<b>E</b>	<b>Specialist Teaching and Research</b>	<i>Specialist Teaching and Research - spaces that have more specialised/unique requirements as compared to laboratories and studios.</i>
	314	Clinical Areas	A space equipped and used in the examination or treatment of people or animals for teaching students or for research work purposes.
	315	Gym Human Movement Teaching	A gymnasium used for training students in physical skills studies.
	316	Language Laboratory	A space used for training students in oral expression of a language eg., a phonetic laboratory.
	317	Occupational Therapy Teaching	A space used for the training students in live-in space set-up for the training of physically handicapped. Normally includes a kitchen, bathroom with special aids to assist the handicapped.
	318	Physiotherapy Teaching	A space with Physiotherapy/Exercise Physiology equipment used by students as part of their studies.
	319	Radiology Teaching	A space with Radiology equipment used by students as part of their studies.
	334	Interview/Consultation Practice Room	A dedicated Interview/Consultation room used for training students as part of their studies.
	335	Moot Court Room	A Moot Court Room for teaching of court rules and process to Law students.
	336	Music Teaching and Practice Room	A room equipped/used for the practical work associated with Music studies. May include sound-proofed rooms.
	345	Observation/Control Room	A space used as an Observation/Control room.
	338	Operating Theatre	A room used specifically for performing any type of surgery.
	339	Operating Theatre - PC rated	A room/operating theatre for performing surgical procedures under regulatory requirements that qualifies it as PC (PC2/PC3/PC4) approved. See also 338.
	333	Glasshouse - PC rated	A glasshouse for performing plant experimental procedures under regulatory requirements that qualifies it as PC (PC2/PC3/PC4) approved. <i>(Also refer to 407/421).</i>
<b>4</b>			
<b>Ancillary</b>	<b>X</b> 400	Ancillary - Type Not Defined	<b>To be used, as the last resort, for any "Ancillary" primary type space that doesn't fit the codes below.</b>
	<b>A</b>	<b>Teaching or Research Support</b>	<i>Teaching or Research Support - rooms or areas usually adjacent and which provide support facilities to teaching or research activities</i>
	401	Laboratory Service and Preparation	A room which supports a laboratory. Includes preparation rooms, balance rooms, sterile rooms (includes clean room antechambers).
	402	Instrument Room	A room which houses a mix of equipment and is not usually occupied constantly by staff or students. Can also be used for a room housing a major piece of equipment, e.g. electron microscopes, NMR, mass spectrometers, sequencers, robotics, etc. Can be used independently of a laboratory to conduct experiments - but also refer to 302/307.
	406	Display Area/Museum/Research Collection	A room or area that is used for housing collections of specimens (for examination), research collection of specimens, and any other display of work, materials or equipment relevant to a particular field of study.
	410	Operating Theatre Support Room	A space used to support an operating theatre (eg recovery space, scrub space, X-ray space etc).
	412	Seminar/Lecture Theatre Support Room	A room that is next to a lecture theatre/seminar room which supports teaching or seminar presentations such as audio-visual equipment or preparation area.
	417	Studio Support Room	A room which supports activities in a studio/teaching workshop (eg. Kilns, preparation room, cleaning space).
	<b>B</b>	<b>Workshop</b>	<i>Workshop - spaces and rooms used for general maintenance and repair purposes</i>
	403	Workshop	An area or room directly connected with a general workshop that is used for the production or repair of equipment/machinery; painting/welding booths. Include stores area/workstations contained within a workshop.
	<b>C</b>	<b>Controlled Environment</b>	<i>Controlled Environment - space which is a purpose-built containment for particular environmental or experimental conditions/animals/plants</i>

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Primary Room Type	Sub-Type Room Code	Sub-Type / Room Type Descriptions	Sub-Type / Room Type Definitions
	405	Controlled Temperature Room	A room constructed to maintain special conditions of lighting/temperature/humidity not normally provided by air conditioning eg Freezer, Cold, Warm room. Can include meat drying room etc.
	407	Glasshouse/Greenhouse	A (glass) building or space specifically used for growing plants, under ambient conditions only.
	421	Glasshouse/Greenhouse - Controlled	A (glass) building used for growing plants under controlled experimental conditions (lighting, temperature and/or humidity).
	404	Animal Holding	Spaces which provide animal accommodation, not necessarily fully enclosed but are substantial animal handling and holding spaces (may have servicing/feeding/wash rooms), eg, kennels, shearing sheds, slaughter houses. <i>Refer to 420 for Animal Holding Controlled Space. Note also 814 - Non-Usable space.</i>
	420	Animal Holding - Controlled	Spaces which provide animal accommodation, which are roofed, fully enclosed and include servicing rooms e.g. feed rooms, cages and wash rooms. May have temperature or other control conditions. <i>See also 404 - Animal holding.</i>
	409	Mortuary	A space dedicated to the storage of human body parts and activities associated with Medecine studies.
	411	Dark Room	A dark room or dedicated dark area used in conjunction with scientific laboratories for viewing materials under UV lighting and/or processing x-ray films, etc. ( <i>Refer to 330 for a dark room used in the teaching of photography</i> ).
	<b>D</b>	<b>Store</b>	<i>Store - spaces that are purposed for storage (not temporary, random spaces being used for ad hoc storage)</i>
	408	Goods Receipt/Despatch/Mail Room	A fully enclosed room used exclusively for the receipt and despatch of mail or goods.
	414	Bulk Storage/Warehouse	A large room used for bulk storage or warehousing. <i>Use 807 for Non-Usable garage parking for vehicles or equipment.</i>
	413	Art Works Storage	A room used to store Art Works or Museum specimens. Usually, <u>but not always</u> , secure and climate controlled.
	415	Archives	A room used for <u>long term</u> storage of files and/or records.
	419	Store Room/Storage Space	A room or local storage space used for general type storing such as files/office supplies/equipment.
	416	Locker Area/Room	A room or area (eg within a usable floor area, such as office etc), used for staff or student lockers.
	418	Dangerous Goods Storage	A room or area of special construction used to hold exclusively quantities of Flammable/Hazardous /Liquids under safe conditions.
<b>5</b>			
<b>Library and Informal Learning</b>	<b>X</b> 500	Library and Informal Learning - Type Not Defined	<b>To be used, as the last resort, for any "Library and Informal Learning" primary space type that doesn't fit the codes below.</b>
	<b>A</b>	<b>Study and Informal Learning</b>	<i>Study and informal Learning - usually adjacent to defined Library or Teaching environs, but also more distributed learning spaces.</i>
	501	Reading Room	A room or area, with seating, tables, desk furniture, specifically used as a quiet space for reading (or study) by students or staff, usually within a Library area. <i>Small study rooms are separate - refer to 502. Use 509 for Departmental/Reference Library.</i>
	502	Small Group Study Room	A separate room set up with furniture, and possibly computers or other technology eg LED screens, whiteboards, to accommodate a small number of persons for collaborative study purposes. Can be used for individual study, but priority for group work.
	517	Informal Learning	A specifically purposed, mostly open-plan area, with varied styles and arrangements of furniture (eg movable), used by students for individual or group study. These spaces may be defined by partitions or seating nooks. Wired/wireless networking, technology (eg LED screens, white boards) and access to common use computers, printers, lockers, vending machines, microwaves may also be present. <b>Note: Informal Learning must have primary circulation space assigned (required for egress).</b> <b>Note: Seating near entries to buildings, lifts and in corridors are not primarily purposed informal learning spaces. Refer also to 515.</b> <span style="float: right;"><b>See 502 for Small Group Study Rooms - often located adjacent to Informal Learning spaces. See 808 for External Informal Learning.</b></span>
	515	Incidental Learning	An area or space providing furniture (booths, chairs, tables, benches) along a wall, in a nook or as an activated corridor (often retrofitted space), which students/others use for individual study/collaborative study, or as a waiting area. Activated corridors have at least active power/wifi enabled and anchored furniture. Note: Seating near entries to buildings or lifts are not primarily purposed learning spaces but casual seating.
	<b>B</b>	<b>Stacks and Collections</b>	<i>Stacks and Collections - found in libraries or reference reading rooms</i>
	504	Open Stack	An area housing book stacks, periodicals, newspapers etc. available for general access.

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Primary Room Type	Sub-Type Room Code	Sub-Type / Room Type <u>Descriptions</u>	Sub-Type / Room Type <u>Definitions</u>
	506	Compactus Stack	An area housing book stacks, periodicals, newspapers etc. by way of compactus shelving.
	505	Closed Stack/Reserve Collections	An area housing book stacks, periodicals, newspapers or Reserve Collections which can only be accessed within the library or with restricted access by Library staff only.
	514	Microfilm/Plans/Maps Collection	An area housing Microfilms/Plans/Maps collections.
	<b>C</b>	<b>Library Services</b>	<i>Library Services - room or area with specialised reference materials/resources or staffed area related to library activities</i>
	509	Departmental/Reference Library	A room or space operating as a Departmental library or a room holding specialist reference books. <i>Also refer to 501.</i>
	508	Library Services	An area accommodating library staff providing services to users such as Reader Services, Reference Services, Cataloguing, Acquisitions, etc.
	503	Audio-Visual/Media Room	A space or room usually within a Library equipped with audio-visual and other media equipment for use by students or staff for microfilm reading, etc.
<b>6</b>			
<b>General Facility</b>	<b>X</b> 600	General Facility - Type Not Defined	<b>A room which provides a facility generally available for use by all elements of the Institution. To be used, as the last resort, for any "General Facility" primary space type that doesn't fit the codes below.</b>
	<b>A</b>	<b>Meeting Space</b>	<i>Meeting Space- meeting rooms or areas associated with various group gatherings</i>
	601	Meeting/Board/Conference Room	A room specifically for holding meetings, consultations, etc including Video and Teleconferencing activities.
	602	Meeting/Board/Conference Service Room	A room which provides service facilities to meeting and conference room spaces.
	613	Assembly Hall/Auditorium	A typically large area or room used for assembly (eg graduations, examinations), <u>but not generally used for teaching.</u>
	626	Multi-Function Space	A room or area whose set up can be changed readily (eg walls move to open up space, furniture removed) and used for multiple activities eg small/large group meetings, seminars, functions, exhibitions/displays, forums, adaptable social spaces. May include casual seating in part of a foyer/atrium area.
	622	Training Room	A room set up and used to provide staff training.
	623	Waiting Area	An area with seating provided for the purpose of waiting adjacent and associated with an office, reception or service desk area. <i>For a foyer area outside a large (&gt;250 seat) lecture theatre, this is considered as a (usable) waiting area (not circulation).</i>
	<b>B</b>	<b>Resource and Media Rooms</b>	<i>Resource and Media Rooms- used by staff</i>
	603	Resource Room	A room or area used for providing resources such as multi-function devices (printers/fax/photocopying), paper shredding/recycling, stationery supplies, etc.
	620	Media Services Room	A room equipped with media equipment providing central multi-media support services and maintenance eg., photography, editing rooms, sound and recording/TV studio and production rooms used in conjunction with Institution's marketing, media/promotional activities, but not for teaching. <i>Note: If room mainly accommodates staff providing multi-media services, eg graphic artist, use code 104.</i>
	<b>C</b>	<b>Common Room</b>	<i>Common Room - used by staff and students</i>
	604	General Common Room	A room with furniture available for use by staff and/or students primarily as social/dining space. May include eg fridges/microwaves and kitchenette (hot/cold water services)/vending machines.
	605	Staff Common Room	A room with furniture available for use by staff primarily as social/dining space. May include eg fridges /microwaves/kitchenette (hot/cold water services)/vending machines.
	606	Student Common Room	A room with furniture available for use by students primarily as social/dining space. May include eg fridges/microwaves/kitchenette (hot/cold water services)/vending machines.
	<b>D</b>	<b>Computing and ITS</b>	<i>Computing and ITS - rooms associated with Central ITS or local data centres</i>
	628	Central Computing	A room housing the institution's main frame computer/central computing system/data centre used for either academic or administrative purposes. <i>Use for Central ITS.</i>
	629	Local Computing/Server Room	A room housing one or more computers/server racks/data centres used for departmental computing requirements. May be networked with the Institution's Central computer system/facilities.
	<b>E</b>	<b>Staff and Student Services</b>	<i>Staff and Student Services- areas of the University that provide on campus facilities and retail services for students and staff</i>
	607	Dining Area	A room or area set aside to provide eating facilities (Refectory/Canteen) for staff and students (but not for residential accommodation). <i>Refer to 611 for café.</i>
	608	Kitchen/Servery/Food Storage	A room or area for the storage, preparation and serving of meals associated with a dining space or function space.
	609	Recreation Room/Lounge/Bar	An area set aside for recreational/social activities such as games rooms, social area (but not sporting facilities). Include a bar, if co-located in these areas.



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Primary Room Type	Sub-Type Room Code	Sub-Type / Room Type Descriptions	Sub-Type / Room Type Definitions
	611	Retail Facility	Room or area specifically used by vendors providing goods/services to the university community, eg café, bookshop, hairdressers, chemist, bank, post office etc.
	615	Medical Centre	An area used for medical and counselling services for staff or students.
	621	Sick Bay/First Aid	A room set aside for temporary use and/or treatment of unwell/injured staff or students. Not located within a Medical Facility.
	617	Child Care Facility	An area used a Child Care Centre for infants, pre-school children or after school care. Include outdoor undercover area or playground attached to a Child Care Facility.
	625	Parenting Room	A room set up (possibly with microwaves, fixed change table, couches) for use by parents with young children.
	619	Religious/Prayer Facility	A room or area set aside for religious meetings or worship.
	624	Laundry	A room set up with laundry equipment - washing machines and dryers. (Refer to 709 for a laundry in residential accommodation).
	<b>F</b>	<b>Community Engagement</b>	<i>Community Engagement - areas of the University that are for staff and student use, but that are available/open for use by the general public on an ongoing basis</i>
	610	Indoor Sporting Facilities including Swimming Pool	An area used for sporting purposes which is fully enclosed and which is <u>not used primarily</u> for teaching or research.
	612	Theatre	An area used for dramatic, music or film presentation, <u>not</u> associated with the teaching activities.
	614	Theatre Support Room	A room used to support music and tTheatrical services eg Dressing rooms, theatrical gymnasium, Music practice rooms in conjunction with a theatre.
	618	Gallery/Exhibition Space/Museum	A room or area set aside for the exhibition of art works or other exhibits for viewing by the Public eg Art Gallery.
	<b>G</b>	<b>Transitional Space</b>	<i>Transitional Space - space not currently in use, but planned for future use</i>
	616	Under Refurbishment	A space or room that is being refurbished and is intended for future use, but is currently non-usable and not occupied. (Note: vacant space is unallocated space with its room type retained, but which is usually assigned to a general space pool under a Central or mock Organisational Unit).
	627	Under Construction	A space or room under construction. These areas are intended for future use but are non-usable and not occupied.
<b>7</b>			
<b>Residential Accommodation</b>	<b>X</b>	700 Residential Accommodation - Type Not Defined	<b>To be used, as the last resort, for any "Residential Accommodation" primary space type that doesn't fit the codes below.</b>
	<b>A</b>	<b>Accommodation - Staff/Visitor</b>	<i>Accommodation - Staff/Visitor - Residential accommodation university owned, on-campus or off-campus which is used by staff or visitors.</i>
		701 Staff/Visitor - House	House accommodation (on a short term/long term basis) for a staff member or visitor.
		702 Staff/Visitor - Unit/Apartment	Self contained accommodation (on a short term/long term basis) for a staff member or visitor.
	<b>B</b>	<b>Accommodation - Student</b>	<i>Accommodation - Student - Residential accommodation university owned, on-campus or off-campus which is used by students.</i>
		703 Student - Accessible Accomodation	A bedroom or self contained unit that provides Accessible student accomodation.
		705 Student - Bed/Study	A room occupied as a bedroom/study as part of student residences.
		706 Student - Lounge/Common Area	A lounge or recreation area provided as part of student residences.
		707 Student - Kitchen/Dining	A room or area provided for preparation of eating of meals as part of student residences.
		708 Student - Ablutions	A room containing shower, bath, toilet facilities as part of student residences.
		709 Student - Laundry	A room containing laundry equipment provided as part of student residences.
		710 Student - Library/Study Area	A room or area provided for personal study as part of student residences.
<b>8</b>			
<b>Non-Usable</b>	<b>X</b>	800 Non-Usable Type Not Defined	<b>To be used, as the last resort, for any "Non-Usable" primary space type that doesn't fit the codes below.</b>
	<b>A</b>	<b>Amenities</b>	<i>Amenities - includes toilet, accessible/ambulant, shower, baby/change room.</i>
		820 Toilet/Amenities - Female	Female toilet - may include amenities such as a shower/lockers.
		823 Toilet/Amenities - Female Accessible	<u>Accessible</u> female toilet - may include amenities such as a shower/lockers.
		821 Toilet/Amenities - Male	Male toilet - may include amenities such as a shower/lockers.
		824 Toilet/Amenities - Male Accessible	<u>Accessible</u> male toilet - may include amenities such as a shower/lockers.
		822 Toilet/Amenities - Unisex	Unisex toilet - may include amenities such as a shower/lockers.
		818 Toilet/Amenities - Unisex Accessible	<u>Accessible</u> Unisex toilet - may include amenities such as a shower/lockers.

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Primary Room Type	Sub-Type Room Code	Sub-Type / Room Type Descriptions	Sub-Type / Room Type Definitions
	835	Toilet/Amenities - Other	Other toilets and amenities eg may include ambulant toilet, baby change facility.
	819	Shower/Change Facility	A room provided for staff and students for shower/change/end of journey facilities. <i>Refer to 801 for Bicycle storage.</i>
	<b>B</b>	<b>Circulation</b>	<i>Circulation - areas or parts of rooms that allow access into, around or through a room/space/building. Usually provides access to egress points. Does not include secondary circulation as used for open plan areas or laboratories.</i>
	805	Circulation Space	A foyer, lobby, corridor, stairs or walkway, through walk between buildings, and other such areas for the movement of people or goods within a building. (Refer to 623 for Waiting areas part of an office ).
	839	Veranda/Balcony	An external balcony, deck, terrace or verandah (recessed, cantilevered or supported by brackets/piers or columns). May be used as a social/casual space with seating etc for staff /students.
	<b>C</b>	<b>Plant and Services</b>	<i>Plant and Services- areas or rooms housing essential services for operation of a building</i>
	807	Garage/Loading Bay	An area within a building used for parking or loading vehicles.
	809	Lift Motor Room	A room containing the mechanical equipment servicing lifts. <i>See also 838 for lift.</i>
	838	Lift	Area occupied by a lift (Note: as distinct from circulation space (805) and lift motor room (809)).
	810	Mechanical Plant Room	A room housing machinery for the provision of building services eg air conditioning.
	811	Plant Room - Other	Any other type of plant room - not defined.
	840	Service Riser	An area containing piping, plumbing/wiring for the provision of building services- gas, water, electricity, alarms, networking systems, etc.
	812	Communications Network	A room containing Comms Network System/Telephone PABX system.
	813	Sub Station	A room containing high voltage transformers and electrical switchgear.
	815	Switch Room	A room containing the main electrical switchboard.
	841	Waste Management	Recycling rooms, garbage rooms and spaces, etc.
	<b>D</b>	<b>Non-Usable - Other</b>	<i>Non-Usable - Other - space that is unlikely to be converted to usable space due to its size and/or location restriction</i>
	816	Kitchenette/Tea Room	A small area or room which has tea/other refreshment making facilities, <u>but is not</u> furnished with tables and chairs like a Common Room. <i>Refer to 817 for an Outdoor Tea Room.</i>
	817	Tea Room - External	An outdoor, covered area (associated with a particular building) and set up with furniture that has been provided for staff/students for drinking/eating and socialising.
	808	Informal Learning - External	An outdoor, covered area with <u>specifically purposed</u> seating/tables/networking for use by students for informal learning. (Not a general use outdoor, social seating area). <b>Has nil UFA m<sup>2</sup>, as it will skew building UFA/GFA, however monitoring of growth of this type of space can be done using this code. However, if the area is bookable and predominantly used and purposed as Teaching space, then it is usable space, consider coding it as 200. (As allowed for covered, outdoor areas for a Child Care Centre).</b>
	806	Cleaners Room	A room used by cleaners for storing cleaning equipment. Include cleaner's common rooms.
	801	Bicycle Storage	An enclosure, room or small building for the storage of bicycles.
	814	Unusable Space	A space or room internal or external that is restricted by size, height, other physical or structural elements and cannot be converted <u>readily</u> to a usable space. May include external structures classified as NCC Class 10a (carport, minor shed, some farm shelters) and some internal spaces. <i>See also 404 for Animal Holding. May also be referred to as non-habitable space.</i>
	<b>E</b>	<b>Car Parking</b>	<i>Car Parking - all car parking spaces or buildings provided on campus</i>
	803	Car Park – Multi-storey/Freestanding	A fully enclosed, free standing car parking facility used by staff or students. <i>Treat this space as Usable when reporting to TEFMA.</i>
	802	Car Park – > 50% of a Building	A car parking area constructed as part of a building and which comprises <u>greater than</u> 50% of that building's GFA. <i>Treat this space as Usable when reporting to TEFMA.</i>
	804	Car Park – < 50% of a Building	A car parking area constructed as part of a building but which comprises <u>less than</u> 50% of that building's GFA. <i>Treat this space as Non-Usable when reporting to TEFMA.</i>
<b>9</b>			
<b>Non-Reportable</b>	<b>X</b>	900 Non-Reportable - Type Not Defined	<b>To be used, as the last resort, for any "Non-Reportable" primary space type that doesn't fit the codes below.</b>
	<b>A</b>	<b>Investment</b>	<i>Investment - property owned by the Institution but used solely for investment purposes</i>
	901	Investment - Office	Office owned by the Institution for investment purposes.
	902	Investment - House	House owned by the Institution for investment purposes.

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<b>Primary Room Type</b>	<b>Sub-Type Room Code</b>	<b>Sub-Type / Room Type <u>Descriptions</u></b>	<b>Sub-Type / Room Type <u>Definitions</u></b>
	903	Investment - Unit/Flat/Apartment	Unit/Flat/Apartment owned by the Institution for investment purposes.
	<b>B</b>	<b>Non Reportable - Other</b>	<i>NonReportable - Other - space that does not fit under any other SubType or any other Room Type Code.</i>
	905	Mothballed Space	An area or room that is set aside with no immediate intended use for University purposes. May include farmland, properties, etc., not maintained or used on a daily basis by the Institution.

## Room Codes in Numerical Order - Data Dictionary 2.0

Primary Room Type	Room Type Code	Room Type <u>Description</u>	Room Type <u>Definition</u>
<b>1</b>		<b>Office</b>	
	100	Office Type Not Defined	<b>To be used, as the last resort, for any "Office" primary type space that doesn't fit the codes below.</b>
	101	Office - Academic Staff	A room with office furniture which provides accommodation for one or more Academic or Faculty staff (eg Snr Academic staff, Executive Level staff, PVC, Head of School, Director, Assoc/Professor, Assoc Professor, Lecturer, Tutor, visiting Academics, etc).
	102	Office - Research Staff	A room with office furniture which provides accommodation for one or more <u>Research only</u> staff (eg Professor/Assoc Professor, Academic staff, Fellow, Post Doc, Research Asst, visiting Researcher, etc).
	103	Office - Postgraduate Students	A room with office furniture which provides accommodation for one or more Masters, PhD by Research or Higher Degree by Coursework students. May include Honours students.
	104	Office - Technical/Laboratory/Store Staff	A room with office furniture which provides accommodation for one or more technical, laboratory ancillary staff (eg Lab Assistant, Lab Manager, Lab Store staff, Technical Workshop staff), either as a separate office or within the bounds of a laboratory. Include accommodation for staff providing multi-media services for eg, graphic artist.
	108	Office - Professional/General Staff	A room with office furniture which provides accommodation for one or more General or Professional staff (eg Directors, Managers, Administration staff, Marketing/IT/Library and Professional (non-academic) staff, other General staff. etc).
	112	Open Plan - Academic Staff	An open plan area with workstation furniture which provides accommodation for one or more Academic or Faculty staff (eg Snr Academic staff, Executive Level staff, PVC, Head of School, Director, Assoc/Professor, Assoc Professor, Lecturer, Tutor, visiting Academics, etc).
	113	Open Plan- Research Staff	An open plan area with workstation furniture which provides accommodation for one or more <u>Research only</u> staff (eg Professor/Assoc Professor, Academic staff, Fellow, Post Doc, Research Asst, visiting Researcher, etc).
	114	Open Plan - Postgraduate Students	An open plan area with workstation furniture which provides accommodation for one or more Honours, Masters or PhD by Research or Higher Degree by Coursework students. May include Honours students.
	115	Open Plan - Technical/Laboratory/Store Staff	An open plan area with a workstation furniture within the bounds of a laboratory, or office furniture in a separate area, which provides accommodation for one or more technical, laboratory or Ancillary (Lab Assistant, Lab Manager, Lab Ancillary staff, Technical staff, Workshop staff). Include accommodation for staff providing multi-media services such as photography, video filming.
	116	Open Plan - Professional/General Staff	An open plan area with workstation furniture which provides accommodation for one or more General or Professional staff (eg Directors, Managers, Administration staff, Marketing/IT/Library and Professional (non-academic) staff. other General staff. etc).

## Room Codes in Numerical Order - Data Dictionary 2.0

Primary Room Type	Room Type Code	Room Type <u>Description</u>	Room Type <u>Definition</u>
	117	Hot Desk	A workstation or desk space that provides accommodation for casual/part-time Staff /Students/Visitors (eg consultants). Not assigned to one particular individual, used as a "drop-in" space or office hotelling. <i>Note: This may in an open plan space or within an office.</i>
	118	Reception Area	An open space area with workstation/desk/counter furniture which provides Reception Services (ie supporting Admin services etc) or a Service Desk function. <i>Does not include the Waiting Area - see 623.</i>
	119	Informal Work Space	A work space, usually equipped with furniture, which is separate to and does not support offices or other meeting spaces, but which provides informal engagement or break out space of staff pursuing their work responsibilities. May also include spaces adjacent to research/postgraduate students area.
<b>2</b>		<b>Teaching - General</b>	
	200	Teaching General - Type Not Defined	<b>To be used, as the last resort, for any "Teaching - General " primary type space that doesn't fit the codes below.</b>
	202	Lecture Theatre >100 seats	A medium to large stepped floor or tiered lecture theatre used for teaching with a capacity of 100 or more seats. See also 623 for waiting area outside large (250 seat) lecture theatre.
	203	Lecture Theatre <100 seats	A small stepped floor or tiered lecture theatre used for teaching with a capacity of up to 100 seats.
	204	Seminar/Tutorial/Class Room (>70 seats)	A large, flat floor room with a capacity of 70 or more seats which is used for Teaching.
	205	Seminar/Tutorial/Class Room (31 to 69 seats)	A medium, flat floor room with a capacity of 31- 69 seats which is used for Teaching.
	206	Seminar/Tutorial/Class Room (<30 seats)	A small, flat floor room with a capacity of up to 30 seats which is used for Teaching.
	215	Problem Based Teaching Room	A room equipped with furniture to enable teaching of small collaborative groups (typically about 5-10 students) in undertaking problem-based learning. Most commonly used for teaching of Medicine students. May also be called case, scenario or project- based learning.
	217	Collaborative Teaching Room	A room equipped with specific furniture and technology (mobile/fixed LED screens, shared computers, modular table settings) to enable collaborative teaching in small groups (typically <10 students). <i>(Refer to 517 for Informal Learning spaces).</i>
<b>3</b>		<b>Specialist Teaching and Research</b>	
	300	Specialist Teaching and Research Type Not Defined	<b>To be used, as the last resort, for any "Specialist Teaching and Research" primary type space that doesn't fit the codes below.</b>
	301	Wet Lab - Scientific/Medical/Engineering	A wet laboratory used for teaching students in scientific experimental practices. Sometimes used in teaching both undergraduate/postgraduate students (including coursework students).

## Room Codes in Numerical Order - Data Dictionary 2.0

Primary Room Type	Room Type Code	Room Type <u>Description</u>	Room Type <u>Definition</u>
	302	Dry Lab - Scientific/Medical/Engineering	A dry laboratory used for teaching students in scientific experimental practices. Sometimes used in teaching both undergraduate/postgraduate students (including coursework students).
	303	Wet Lab - Scientific PC rated	A laboratory used for scientific experimentation utilising specialised equipment and regulatory requirements that qualifies it as PC2/PC3/PC4 approved.
	306	Wet Lab - Scientific/Medical/Engineering - Research	A wet laboratory used for experimental purposes by students pursuing <u>Higher Degrees</u> by Research and/or by Research staff. <i>(Use this code for Clean Rooms )</i> .
	307	Dry Lab - Scientific/Medical/Engineering - Research	A dry laboratory used for experimental purposes by students pursuing <u>Higher Degrees</u> by Research and/or by Research staff.
	308	Dry/Computing Lab	A room for teaching students, where computers are integral to the teaching being done. Sometimes used for teaching both undergraduate/postgraduate students (including coursework students).
	309	Dry/Computing Lab - Research	A room for students pursuing <u>Higher Degrees</u> by Research and/or by Research staff, where computers are integral to the research work being done. <i>Use 629 for server rooms and high performance computing (HPC)</i> .
	310	Dry/Computing Lab - Open Access	A room housing computers used by Undergraduate and Postgraduate students to undertake work/assignments requiring specific software access (This is a not a general use computer area, which are usually found in libraries/purpose built informal learning spaces).
	314	Clinical Areas	A space equipped and used in the examination or treatment of people or animals for teaching students or for research work purposes.
	315	Gym Human Movement Teaching	A gymnasium used for training students in physical skills studies.
	316	Language Laboratory	A space used for training students in oral expression of a language eg., a phonetic laboratory.
	317	Occupational Therapy Teaching	A space used for the training students in live-in space set-up for the training of physically disabled people. Normally includes a kitchen, bathroom with special aids to assist the disabled.
	318	Physiotherapy Teaching	A space with Physiotherapy / Exercise Physiology equipment used by students as part of their studies.
	319	Radiology Teaching	A space with Radiology equipment used by students as part of their studies.
	323	Multi-Purpose Studio	A space/room used as a studio/creative workshop that is equipped for multi-purpose use for the teaching or practical work associated with Art/Architecture/Town Planning studies.
	324	Ceramic Studio	A singular purpose space equipped/used for the practical work associated with Ceramics studies.
	325	Dance Studio	A singular purpose space equipped/used for the practical work associated with Dance studies.

## Room Codes in Numerical Order - Data Dictionary 2.0

Primary Room Type	Room Type Code	Room Type <u>Description</u>	Room Type <u>Definition</u>
	326	Design Studio	A singular purpose space equipped/used for the practical work associated with Design studies.
	327	Drama Studio	A singular purpose space equipped/used for the practical work associated with Drama studies.
	328	Multimedia Studio	A singular purpose space equipped/used for the practical work associated with Multimedia studies (not just audio-visual work) , eg., mixed media studies of text, sound, picture, video, animations, computer graphics, etc.
	330	Photography Studio	A singular purpose space equipped/used for the practical work associated with Photography studies. <i>(Also refer to Dark Room - code 411).</i>
	331	Sculpture/Metal/Woodwork Studio	A singular purpose space equipped/used for the practical work associated with Sculpture/Metal/Woodwork studies.
	333	Glasshouse - PC rated	A glasshouse for performing plant experimental procedures under regulatory requirements that qualifies it as PC (PC2/PC3/PC4) approved. <i>(Also refer to 407/421).</i>
	334	Interview/Consultation Practice Room	A dedicated Interview/Consultation room used for training students as part of their studies.
	335	Moot Court Room	A Moot Court Room for teaching of court rules and process to Law students.
	336	Music Teaching and Practice Room	A room equipped/used for the practical work associated with Music studies. May include sound-proofed rooms.
	338	Operating Theatre	A room used specifically for performing any type of surgery.
	339	Operating Theatre - PC rated	A room/operating theatre for performing surgical procedures under regulatory requirements that qualifies it as PC (PC2/PC3/PC4) approved. See also 338.
	345	Observation/Control Room	A space used as an Observation/Control room.
<b>4</b>		<b>Ancillary</b>	
	400	Ancillary Type Not Defined	<b>To be used, as the last resort, for any "Ancillary" primary type space that doesn't fit the codes below.</b>
	401	Laboratory Service and Preparation	A room which supports a laboratory. Includes preparation rooms, balance rooms, sterile rooms (includes clean room antechambers).
	402	Instrument Room	A room which houses a mix of equipment and is not usually occupied constantly by staff or students. Can also be used for a room housing a major piece of equipment, e.g. electron microscopes, NMR, mass spectrometers, sequencers, robotics, etc. Can be used independently of a laboratory to conduct experiments - but also refer to 302/307.
	403	Workshop	An area or room directly connected with a general workshop that is used for the production or repair of equipment/machinery; painting/welding booths. Include stores area/workstations contained within a workshop.

## Room Codes in Numerical Order - Data Dictionary 2.0

Primary Room Type	Room Type Code	Room Type <u>Description</u>	Room Type <u>Definition</u>
	404	Animal Holding	Spaces which provide animal accommodation, not necessarily fully enclosed but are substantial animal handling and holding spaces (may have servicing/feeding/wash rooms), eg, kennels, shearing sheds, slaughter houses. <i>Refer to 420 for Animal Holding Controlled Space. Note also 814 - Non-Usable space.</i>
	405	Controlled Temperature Room	A room constructed to maintain special conditions of lighting/temperature/humidity not normally provided by air conditioning eg Freezer, cold, warm room. Can include meat drying room etc.
	406	Display Area/Museum/ Research Collection	A room or area that is used for housing collections of specimens (for examination), research collection of specimens, and any other display of work, materials or equipment relevant to a particular field of study.
	407	Glasshouse/Greenhouse	A (glass) building or space specifically used for growing plants, under ambient conditions only.
	408	Mail Room/Goods Receipt/Despatch	A fully enclosed room used exclusively for the receipt and despatch of mail or goods.
	409	Mortuary	A space dedicated to the storage of human body parts and activities associated with Medecine studies.
	410	Operating Theatre Support Room	A space used to support an operating theatre (eg recovery space, scrub space, X-Ray space etc).
	411	Dark Room	A dark room or dedicated dark area used in conjunction with scientific laboartories for viewing materials under UV lighting and/or processing x-ray films, etc. ( <i>Refer to 330 for a dark room used in the teaching of photography</i> ).
	412	Lecture Theatre/Seminar Support Room	A room that is next to a lecture theatre/seminar room which supports teaching or seminar presentations such as audio-visual equipment or preparation area.
	413	Art Works Storage	A room used to store Art Works or Museum specimens. Usually, <u>but not always</u> , secure and climate controlled.
	414	Bulk Storage/Warehouse	A large room used for bulk storage or warehousing. <i>Use 807 for Non-Usable garage parking for vehicles or equipment.</i>
	415	Archives	A room used for <u>long term</u> storage of files and/or records.
	416	Locker Area/Room	A room or space (eg within a usable floor area, such as office etc), used for staff or student lockers.
	417	Studio Support Room	A room which supports activities in a studio/teaching workshop (eg. Kilns, preparation room, cleaning space).
	418	Dangerous Goods Storage	A room or space of special construction used to hold exclusively quantities of Flammable/Hazardous/Liquids under safe conditions.
	419	Store Room/Storage Space	A room or local storage space used for general type storing such as files/office supplies/ equipment.



## Room Codes in Numerical Order - Data Dictionary 2.0

Primary Room Type	Room Type Code	Room Type <u>Description</u>	Room Type <u>Definition</u>
	420	Animal Holding - Controlled	Spaces which provide animal accommodation, which are roofed, fully enclosed and include servicing rooms e.g. feed rooms, cages and wash rooms. May have temperature or other control conditions. <i>See also 404 - Animal holding.</i>
	421	Glasshouse/Greenhouse - Controlled	A (glass) building used for growing plants under controlled experimental conditions (lighting, temperature and/or humidity).
<b>5</b>		<b>Library and Informal Learning</b>	
	500	Library and Informal Learning Type Not Defined	<b>To be used, as the last resort, for any "Library and Informal Learning" primary space type that doesn't fit the codes below.</b>
	501	Reading Room	An room or area, with seating and desk furniture, specifically used as a quiet space for reading (or study) by students or staff, usually within a Library area. <i>Small study rooms are separate - refer to 502. Use 509 for Departmental/Reference Library.</i>
	502	Small Group Study Room	A separate room set up with furniture, computers or other technology (eg LED screens, whiteboards) to accommodate a small number of persons for collaborative study purposes. Can be used for individual study, <b>but priority for group work.</b>
	503	Audio-Visual/Media Room	A space or room usually within a Library equipped with audio-visual and other media equipment for use by students or staff for microfilm reading, etc.
	504	Open Stack	An area housing book stacks, periodicals, newspapers etc. available for general access.
	505	Closed Stack/Reserve Collections	An area housing book stacks, periodicals, newspapers or Reserve Collections which can only be accessed <b>within the library or with restricted access by Library staff only.</b>
	506	Compactus Stack	An area housing book stacks, periodicals, newspapers etc. by way of compactus shelving.
	508	Library Services	An area accommodating library staff providing services to users such as Reader Services, Reference Services, Cataloguing, Acquisitions, etc.
	509	Departmental/Reference Library	A room or space operating as a Departmental library or a room holding specialist reference books. <i>Also refer to 501.</i>
	514	Microfilms/Plans/Maps Collection	An area housing Microfilms/Plans/Maps Collections.
	515	Incidental Learning	An area or space providing furniture (booths, chairs, tables, benches) along a wall, in a nook or as an activated corridor (often retrofitted space), which students/others use for individual study/collaborative study, or as a waiting area. Activated corridors have at least active power/wifi enabled and anchored furniture. Note: Seating near entries to buildings or lifts are not primarily purposed learning spaces but casual seating.

## Room Codes in Numerical Order - Data Dictionary 2.0

Primary Room Type	Room Type Code	Room Type <u>Description</u>	Room Type <u>Definition</u>
	517	Informal Learning	A specifically purposed, mostly open-plan area, with varied styles and arrangements of furniture (eg movable), used by students for individual or group study. These spaces may be defined by partitions or seating nooks. Wired/wireless networking, technology (eg LED screens, white boards) and access to common use computers, printers, lockers, vending machines, microwaves may also be present. <i>Note: Informal Learning must have primary circulation space assigned (required for egress). <b>Note: Seating near entries to buildings, lifts and in corridors are not primarily purposed informal learning spaces. Refer also to 515. See 502 for Small Group Study Rooms - often located adjacent to Informal Learning spaces. See 808 for External Informal Learning.</b></i>
<b>6</b>		<b>General Facility</b>	
	600	General Facility Type Not Defined	<b>A room which provides a facility generally available for use by all elements of the Institution. To be used, as the last resort, for any "General Facility" primary space type that doesn't fit the codes below.</b>
	601	Meeting/Board/Conference Room	A room specifically for holding meetings, consultations, etc including video and teleconferencing activities.
	602	Meeting/Board/Conference Service Room	A room which provides service facilities to meeting and conference room spaces.
	603	Resource Room	A room or area used for providing resources such as multi-function devices (printers/fax/photocopying), paper shredding/recycling, stationery supplies, etc.
	604	General Common Room	A room with furniture available for use by staff and/or students primarily as social/dining space. May include eg fridges/microwaves and kitchenette (hot/cold water services)/vending machines.
	605	Staff Common Room	A room with furniture available for use by staff primarily as social/dining space. May include eg fridges /microwaves/kitchenette (hot/cold water services)/vending machines.
	606	Student Common Room	A room with furniture available for use by students primarily as social/dining space. May include eg fridges/microwaves/kitchenette (hot/cold water services)/vending machines.
	607	Dining Area	A room or area set aside to provide eating facilities (Refectory/Canteen) for staff and students (but not for residential accommodation). <i>Refer to 611 for café.</i>
	608	Kitchen/Servery/Food Storage	An area for the storage, preparation and serving of meals associated with a dining room or function space.
	609	Recreation Room/Lounge/Bar	An area set aside for recreational/social activities such as games rooms, social area (but not sporting facilities). Include a bar, if co-located in these areas.
	610	Indoor Sporting Facilities including Swimming Pool	An area used for sporting purposes which is fully enclosed and which is <u>not used primarily</u> for teaching or research.
	611	Retail Facility	Room or area specifically used by vendors providing goods/services to the university community, eg café, bookshop, hairdressers, chemist, bank, post office etc.

## Room Codes in Numerical Order - Data Dictionary 2.0

Primary Room Type	Room Type Code	Room Type <u>Description</u>	Room Type <u>Definition</u>
	612	Theatre	An area used for dramatic, music or film presentation, <u>not</u> associated with the teaching function.
	613	Assembly Hall/Auditorium	A typically large area or room used for assembly (eg graduations, examinations), <u>but not generally</u> used for teaching.
	614	Theatre Support Room	A room used to support music and theatrical services eg Dressing rooms, theatrical gymnasium, Music practice rooms in conjunction with a theatre.
	615	Medical Centre	An area used for medical and counselling services for staff or students.
	616	Under Refurbishment	A space or room that is being refurbished and is intended for future use, but is currently non-usable and not occupied. ( <i>Note: vacant space is unallocated space with its room type retained, but which is usually assigned to a general space pool under a Central or mock Org unit.</i> )
	617	Child Care Facility	An area used a Child Care Centre for infants, pre-school children or after school care. Include outdoor undercover area or playground attached to a Child Care Facility.
	618	Art Gallery/Exhibition Space/Museum	An area set aside for the exhibition of Art works or other exhibits for viewing by the Public eg Art Gallery.
	619	Religious/Prayer Facility	A room or area set aside for religious meetings or worship.
	620	Media Services Room	A room equipped with media equipment providing central multi-media support services and maintenance eg., photography, editing rooms, sound and recording/TV studio and production rooms used in conjunction with Institution's marketing, media/promotional activities, but not for teaching. <i>Note: If room mainly accommodates staff providing multi-media services, eg graphic artist, use code 104.</i>
	621	Sick Bay /First Aid	A room set aside for temporary use and/or treatment of unwell/injured staff or students. Not located within a Medical Facility.
	622	Training Room	A room set up and used to provide staff training.
	623	Waiting Area	An area with seating provided for the purpose of waiting adjacent and associated with an office, reception or service desk area. <i>For a foyer area outside a large (&gt;250 seat) lecture theatre, this is considered as a (usable) waiting area (not circulation).</i>
	624	Laundry	A room set up with laundry equipment - washing machines and dryers. ( <i>Refer to 709 for laundry in residential accommodation.</i> )
	625	Parenting Room	A room set up (possibly with microwaves, fixed change table, couches) for use by parents with young children.
	626	Multi-Function Space	A room or area whose set up can be changed readily (eg walls move to open up space, furniture removed) and used for multiple activities eg small/large group meetings, seminars, functions, exhibitions/displays, forums, adaptable social spaces. May include casual seating in part of a foyer/atrium area.
	627	Under Construction	A space or room(s) under construction. These areas are intended for future use, but are non-usable and not

## Room Codes in Numerical Order - Data Dictionary 2.0

Primary Room Type	Room Type Code	Room Type <u>Description</u>	Room Type <u>Definition</u>
	628	Central Computing	A room housing the institution's main frame computer/central computing system/data centre used for either academic or administrative purposes. Use for Central ITS.
	629	Local Computing/Server Room	A room housing one or more computers/server racks/data centres used for departmental computing requirements. May be networked with the Institution's Central computer system/facilities.
<b>7</b>		<b>Residential Accommodation</b>	
	700	Residential Accommodation Type Not Defined	<b>To be used, as the last resort, for any "Residential Accommodation" primary space type that doesn't fit the codes below.</b>
	701	Staff/Visitor - House	House accommodation (on a short term/long term basis) for a staff member or visitor.
	702	Staff/Visitor - Unit/Apartment	Self contained accommodation (on a short term/long term basis) for a staff member or visitor.
	703	Student - Accessible Accommodation	A bedroom or self contained unit that provides Accessible student accommodation.
	705	Student - Bed/Study	A room occupied as a bedroom/study as part of student residences.
	706	Student - Lounge/Common Area	A lounge or recreation area provided as part of student residences.
	707	Student - Kitchen/Dining	A room or area provided for preparation of eating of meals as part of student residences.
	708	Student - Ablutions	A room containing shower, bath, toilet facilities as part of student residences.
	709	Student - Laundry	A room containing laundry equipment provided as part of student residences.
	710	Student - Library/Study Area	A room or area provided for personal study as part of student residences.
<b>8</b>		<b>Non Usable</b>	
	800	Non Usable Type Not Defined	<b>To be used, as the last resort, for any "Non-Usable" primary space type that doesn't fit the codes below.</b>
	801	Bicycle Storage	An enclosure, room or small building for the storage of bicycles.
	802	Car Park – > 50% of a Building	A car parking area constructed as part of a building and which comprises <u>greater than</u> 50% of that building's GFA. <b>Treat this space as Usable when reporting to TEFMA .</b>
	803	Car Park – Multi-storey/Freestanding	A fully enclosed, free standing car parking facility used by staff or students. <b>Treat this space as Usable when reporting to TEFMA.</b>
	804	Car Park – < 50% of a Building	A car parking area constructed as part of a building but which comprises <u>less than</u> 50% of that building's GFA. <b>Treat this space as Non-Usable when reporting to TEFMA.</b>
	805	Circulation Space	A foyer, lobby, corridor, stairs or walkway, through walk between buildings, and other such areas for the movement of people or goods within a building. (Refer to 623 for Waiting areas part of an office ).

## Room Codes in Numerical Order - Data Dictionary 2.0

Primary Room Type	Room Type Code	Room Type <u>Description</u>	Room Type <u>Definition</u>
	806	Cleaners Room	A room used by cleaners for storing cleaning equipment. Include cleaner's common rooms.
	807	Garage/Loading Bay	An area within a building used for parking or loading vehicles.
	808	Informal Learning - External	An outdoor, covered area with <u>specifically purposed</u> seating/tables/networking for use by students for informal learning. <i>(Not a general use outdoor, social seating area).</i> <b>Has <u>nil UFA m<sup>2</sup></u>, as it will skew building UFA/GFA, however monitoring of growth of this type of space can be done using this code. However, if the area is <u>bookable</u> and <u>predominantly</u> used and <u>purposed</u> as Teaching space, then it is usable space, consider coding it as 200. (As allowed for covered, outdoor areas for a Child Care Centre).</b>
	809	Lift Motor Room	A room containing the mechanical equipment servicing lifts. <i>See also 838 for Lift .</i>
	810	Plant Room - Mechanical	A room housing machinery for the provision of building services eg air conditioning.
	811	Plant Room - Other	Any other type of plant room - not defined.
	812	Comms Network System/Telephone PABX	A room containing Comms Network System/Telephone PABX system.
	813	Sub-Station	A room containing high voltage transformers and electrical switchgear.
	814	Unusable Space	A space or room internal or external that is restricted by size, height, other physical or structural elements and cannot be converted <u>readily</u> to a usable space. May include external structures classified as NCC Class 10a (carport, minor shed, some farm shelters) and some internal spaces. <i>Also see 404 for Animal Holding.</i>
	815	Switch Room	A room containing the main electrical switchboard.
	816	Kitchenette/Tea Room	A small area or room which has tea/other refreshment making facilities, <u>but is not</u> furnished with tables and chairs like a Common Room. <i>Refer to 817 for an Outdoor Tea Room.</i>
	817	Tea Room - External	An outdoor, covered area (associated with a particular building) and set up with furniture that has been provided for staff/students for drinking/eating and socialising.
	818	Toilet/Amenities - Unisex Accessible	<u>Accessible</u> Unisex toilet - may include amenities such as a shower/lockers.
	819	Shower/Change Facility	A room provided for staff and students for shower/change/end of journey facilities. <i>Refer to 801 for Bicycle storage.</i>
	820	Toilet/Amenities - Female	Female toilet - may include amenities such as a shower/lockers.
	821	Toilet/Amenities - Male	Male toilet - may include amenities such as a shower/lockers.
	822	Toilet/Amenities - Unisex	Unisex toilet - may include amenities such as a shower/lockers.
	823	Toilet/Amenities - Female Accessible	<u>Accessible</u> female toilet - may include amenities such as a shower/lockers.

## Room Codes in Numerical Order - Data Dictionary 2.0

Primary Room Type	Room Type Code	Room Type <u>Description</u>	Room Type <u>Definition</u>
	824	Toilet/Amenities - Male Accessible	<u>Accessible</u> male toilet - may include amenities such as a shower/lockers.
	835	Toilet/Amenities - Other	Other toilets and amenities eg may include ambulant toilet, baby change facility.
	838	Lift	Area occupied by a lift ( <i>Note: as distinct from circulation space (805) and lift motor room (809).</i> )
	839	Veranda/Balcony	An external balcony, deck, terrace or verandah (recessed, cantilevered or supported by brackets/piers or columns). May be used as a social/casual space with seating etc for staff /students.
	840	Service Riser	An area containing piping, plumbing/wiring for the provision of building services- gas, water, electricity, alarms, networking systems, etc.
	841	Waste Management	Recycling rooms, garbage rooms and spaces etc.
<b>9</b>		<b>Non-Reportable</b>	
	900	Specific Type Not Defined	<b>To be used, as the last resort, for any "Non-Reportable" primary space type that doesn't fit the codes below.</b>
	901	Investment - Office	Office owned by the Institution for investment purposes.
	902	Investment - House	House owned by the Institution for investment purposes.
	903	Investment - Unit/Flat	Unit/Flat owned by the Institution for investment purposes.
	905	Mothballed Space	An area that is set aside with no intended future use for University purposes. Can include farmland, properties, etc. not maintained or used on a daily basis by the Institution.

## Go8 Data Dictionary 2.0 Room Function Codes

In 2016, the Go8 Room Function codes and definitions were revised and implemented across the Go8 in order to create a better fit of space use to current core activities within the Institutions. The Room Function codes in the Go8 Data Dictionary have been compiled by the Go8 University Space Managers, and it is important that the codes (and their definitions) are adhered to when assigning space function, so that there is consistent reporting and benchmarking of Go8 Universities' space.

The Go8 Room Function codes readily aligned with TEFMA Room Functions. The **Primary Room Function and subordinate Room Function** codes listed in this document are a useful space assignment when reporting on space to Go8 Universities, TEFMA and other benchmarking requirements.

This version of the Room Functions forms part of Go8 Data Dictionary 2.0 (with the latest version of Room Types being the edited November 2014 list).

Acknowledgement should be given for the contribution to the development of this document by Go8 Space Managers and other Go8 staff. They are Sarah O'Callaghan, Joseph Ting, (Australian National University), Andrew Border, Lei Huang (Monash University), Oliver Ponsonby, Harald Baulis (University of Adelaide), Lody Dannaoui, Jade Germantis, Mary Siciliano (University of Melbourne), Di Montgomerie, Andrew Lewis (University of New South Wales), Barbara Robinson, Hugh Gao, Abdon Dantas (University of Queensland), Rose Chaaya (University of Sydney), Dani Ivanovski, Jillian Loney, Claire Paton (University of Western Australia).

*Elizabeth Kuczek - Go8 Space Project Manager  
March 2016*

# Go8 Room Function Codes and Definitions – March 2016

1	Research	
11	RESEARCH	A room used <u>only for research purposes</u> (and/or <u>research training</u> ) that is dedicated to a Research Grantee, Faculty, Institute, etc. May include laboratory, specialist room or studio, ancillary room, seminar room, high end research computing facilities or server rooms, academic staff office, postgraduate and research staff office. (These rooms are not generally available for booking via the central timetabling system). Typically, Units that have been funded by a Research Grant should use this code for all their space.
12	RESEARCH ADMINISTRATION	A room used for administrative activities related to the single function of research. Accommodates management and support of research activities within an Academic Organisational Unit (ie in a Faculty, School, Discipline or Institute) and includes administrative staff offices/areas, support rooms such as resource room, meeting room, store room, reception, common room, local area network room. Also include offices and support rooms of the DVCR (Deputy Vice Chancellor Research), Research ethics, Research grants office, or similar relevant Units.
2	Teaching	
21	TEACHING	A room used <u>only for teaching purposes</u> (and/or undergraduate training) that may be dedicated to a Faculty, Discipline and/or available for any class through the central timetabling system. May include <u>teaching only</u> staff office, lecture theatre, seminar room, specialist teaching room, laboratory, computer laboratory, studio, etc. The teaching activity in these spaces can be for credit toward a degree or certificate or on a non-credit basis, or a higher degree by course work (but <u>not a higher degree</u> ie Honours, Masters, PhD <u>by research</u> ).
22	TEACHING ADMINISTRATION	A room used for administrative activities related to the single function of teaching. Accommodates management and support of teaching activities within an Academic Organisational Unit (ie in a Faculty, School or Discipline) and includes administrative staff offices funded by an academic unit, support rooms such as resource room, meeting room, store room, reception, common room, local area network room. Also include offices and support rooms of the DVCA (Deputy Vice Chancellor Academic/Education) or equivalent relevant Unit. <b>For Timetabling Administration use Function 61.</b>
3	Teaching & Research	
31	TEACHING & RESEARCH	Use only for a room used for <u>both teaching and research</u> purposes allocated to a Research Grantee, Faculty, Discipline, Institute, etc, where it is not possible to distinguish sufficiently between Teaching or Research. May include specialist teaching room, laboratory or studio, ancillary room, academic staff office, seminar room. (As for any space, shared usage can be recorded accurately as a % room or division of space split, based on time or predominant use).
32	TEACHING & RESEARCH ADMINISTRATION	A room used for the administrative and support activities for both teaching and research purposes and accommodates administrative staff offices, support rooms such as resource room, meeting room, store room, reception, common room, local area network room.
4	Learning & Teaching	



## Go8 Room Function Codes and Definitions – March 2016

41	LEARNING & TEACHING	Use for a room used for <u>both learning and teaching</u> purposes, where it is not possible to distinguish between formal (bookable) instruction and informal (non-bookable) learning activities undertaken in the room. May include (general access) computer room and collaborative space. (As for any space, shared usage can be recorded accurately as a % room or division of space split, based on time or predominant use). <b>The Administrative function supporting the Teaching activities within these spaces would be assigned against Function 22 or 61.</b>
42	LEARNING & STUDY	A room that provides an open access, student learning environment in various modes - group study, collaboration, assignment, computer work, individual study/carrels, quiet/reading rooms. May include informal learning spaces, learning commons and other similar spaces, both within or separate to a library facility.
43	LIBRARY FACILITIES	A room or space that is centrally provided as academic support as a library service and accommodates library support staff, reference material, stacks, media room, and other academic materials (such as electronic catalogues). Include Departmental/Faculty libraries.
<b>5</b>	<b>Student &amp; Staff Services/Community</b>	
51	STUDENT and STAFF CLUBS/SPORT/ASSOCIATIONS	Room used for activities of the student union/ Guild office, staff club, staff and/or student associations, sporting/gym and recreational facilities.
52	PROFESSIONAL SERVICES	Room that supports student (and staff) services such as accommodation, careers, employment, counselling, medical etc. funded by the University. Include also child care facility.
53	FOOD SERVICES	Room used for refectory, dining and food services such as main University refectory, cafes, and their kitchens & related store rooms etc, and other dining facilities. <b>Exclude Residential dining facilities.</b>
54	GENERAL RETAIL SERVICES	Room used for the sale of goods/services to the University community by a business or commercial group such as hairdresser, newsagencies, bookshop, pharmacies, banks, printery, etc. <b>For all food services use Function 53.</b>
55	COMMUNITY ENGAGEMENT	Room used for the provision of facilities that are open to the Public and whose <u>main</u> function is <u>not</u> Administration, Teaching or Research. May include museum, art gallery, theatre, etc. <b>All sporting facilities are assigned Function 51</b> even though they may also be used by the general public.
<b>6</b>	<b>Administration</b>	
61	CENTRAL ADMINISTRATION	Room used for administrative activities which relate to the institution as a whole, the functioning of the institution as a corporate entity and are centrally funded eg., HR, Finance, Marketing, etc. Include offices of the VC, Executive, Student Administration Unit (ie admissions, registrar, graduations, examinations), related resource room, meeting room, store room, reception, common room/kitchen, local area server room. Also include rooms that are located in academic organisational units, but staff who occupy/or work undertaken in this space is for the Institution's Central Administration. This code should <u>not</u> be used for any administrative activities at the school level etc. <b>Use Function 12 for Research Only Administration and 22 for Teaching Only Administration.</b>
62	IT and INFRASTRUCTURE	Room used for the administration, supervision, operation, maintenance, preservation and protection of the University's physical plant. Includes Facility planning and management, workshops and offices, central receiving and mail rooms, campus security, cleaning and waste disposal services, utility services and central stores, buildings and grounds maintenance. Also rooms used for centrally provided computing facility, technical IT and AV support staff offices, media facilities, repair space and local server rooms.

## Go8 Room Function Codes and Definitions – March 2016

63	UN-OCCUPIED	VACANT / REFURBISHMENT / RENOVATION/ UNDER CONSTRUCTION. A room or space in transition and which is or cannot be occupied. It is either not being used (inactive/vacant), under alteration or under construction. Used for a room that has not been assigned a particular function, is capable of being used and will be re-coded when fit for purpose.
<b>7</b>	<b>Other</b>	
71	NON-UNIVERSITY	<b>Non reportable to TEFMA.</b> Room occupied by a non-University business or organization who is an independent organisation, external to the University. <b>For general services (leased) space, use Function 52, 53 or 54.</b>
72	RESIDENTIAL	<b>Non reportable to TEFMA.</b> Room used for student or staff residential accommodation.
73	NON-ASSIGNABLE	Rooms controlled by the institution but which are non-usable or non-habitable spaces that support the infrastructure of the Institution. These include the non-usable Room Types such as plant rooms, mechanical/electrical ducts, toilets, uninhabitable spaces, cleaners rooms and storage, circulation, hallways, corridors, lobbies, stairways, and building structure (walls, columns, inaccessible space) areas. <i>These spaces are reported as part of GFA.</i>
74	INVESTMENT	<b>Non reportable to TEFMA.</b> Any room that is owned by the Institution but is wholly used for investment purposes.